

STATINTL

[REDACTED] called [REDACTED] to say
that the lettering available came in
4-inch and 6-inch sizes only. Would
4-inch be all right? [REDACTED] okayed
4-inch lettering be used for the
Security Duty Office.

STATINTL

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Date 1 Feb 77

FORM 101 USE PREVIOUS
5-75 EDITIONS

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: EXECUTIVE SECRETARY
SUGGESTION AND ACHIEVEMENT
AWARDS COMMITTEE
1001 AMES BUILDING

EXTENSION

NO.

77-206

DATE

24 January 1977

STATINTL

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

6G 00 Headquarters

2.

3.

4.

5.

6.

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8.

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11.

12.

13.

EXECUTIVE SECRETARY
SUGGESTION AND ACHIEVEMENT
AWARDS COMMITTEE
1001 AMES BUILDING

14.

15.

Does FAC agree with this suggestion, as amended by the 12 January 1977 report by Chief, Physical Security Division?

Six inch high letters seem too large to me. They would cover a very large wall area to spell out 31 or 32 letters and spaces. I would approve the suggestion for the FAC as amended by Ch. Physical Security Division, if the letters were no more than 3 inches high and subject to FAC review of the design.

SUGGESTION EVALUATION REPORT

TO: Executive Secretary Suggestion Awards Committee	SUGGESTION NO. 77-206	SUSPENSE DATE
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INSTRUCTIONS: Please complete this form in detail to guide the Suggestion Awards Committee in making a final determination of the merits of this suggestion. Retain third copy.

1. ACTION RECOMMENDED ☒ ADOPT ☐ DECLINE ☐ OTHER (Specify):

2. REASONS FOR RECOMMENDATION (If more space is needed, use plain paper)

This basic suggestion has met with the approval of the Director of Security; Chief, Physical Security Division; and Chief, Headquarters Security Branch. The name "Security Command Center" should be changed to read "Duty Office, Office of Security". All other suggestions should be adopted contingent on the approval of the Fine Arts Committee.

3. TANGIBLE FIRST-YEAR SAVINGS (Man-hours, material, equipment, etc.)

4. INTANGIBLE BENEFITS (See guide on reverse side of third copy)

5. WHAT OTHER OFFICES, DIVISIONS, ETC. MIGHT ALSO USE THIS IDEA?

DATE

12 January, 77

(HMO)

Security Div., OS

FORM
2-70

244b

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USE ONLY☐ CONFIDENTIAL☐ SECRET

(43)

TITLE OR SUBJECT OF SUGGESTION

SUGGESTION NO.

77-206

Security Command Center Display

PRESENT METHOD

Currently, a small room number designator approximately six inches square is used to reflect "Duty Office, Office of Security," room 1E26.

I SUGGEST

A more readily identifiable sign, to be arranged on the hallway wall outside of room 1E26, to read "Security Command Center" along with the Agency seal. The display would be similiar to the "CIA Operations Center" consisting of six inch letters and Agency seal.

ADVANTAGES

The sign would clearly establish the location of the Security Command Center which is the focal point of Agency and national emergencies where high level administrators respond. It would also serve as an immediate recognition for employees in need of assistance. And finally, it would enhance the image and prestige of the Office of Security.

FORM 244
(2-74)USE PREVIOUS
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☐ UNCLAS